

DGS-550-1
REV. 7/86DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

612-142

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Licensing and Regulation		Division of Labor and Industry Railroad Safety and Health
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>INSPECTION REPORTS.</u> Inspection records document conditions found during inspection of railroad track, locomotives, freight cars, and operating practices.	Retain for 1 year, then destroy.
2.	<u>RAILROAD ACCIDENT/INCIDENT REPORTS.</u> Accident/incident reports, prepared by each railroad operating in the State, detail railroad-related accidents and incidents. They are used to identify trends and allocate resources effectively.	Retain for 3 years, then destroy.
3.	<u>MAJOR ACCIDENTS - INVESTIGATION REPORTS.</u> Reports of major accidents are used to determine the cause of the accident and prevent similar occurrences. They also may be requested in connection with litigation.	Retain for 10 years, then destroy.
4.	<u>VARIANCE RECORDS.</u> Variance records document the Commissioner's grant of a request for an exception from applicable regulations. In most cases, they apply to clearance above or beside railroad track. They should be retained for as long as they are applicable.	Retain for 10 years, then destroy those records no longer applicable.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
NOV. 27 1987

NOV. 27 1987

Edward C. Papenfuss

8-21-91 *Robert M. Smith* Director

Date

Signature

Title

Date

State Archivist